

**BY ORDER OF THE COMMANDER
AIR FORCE INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE AGENCY**

**AIR FORCE ISR AGENCY INSTRUCTION
31-402**

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Security



**DISINTEGRATION AND DESTRUCTION OF
CLASSIFIED MATERIAL AND MEDIA
DEGAUSSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 31-4, *Information Security* and AFI 31-401, *Information Security Program Management*. It provides guidance for the destruction of classified and sensitive unclassified material. It also provides guidelines for the data removal from magnetic storage devices (i.e., hard drives and magnetic tapes utilizing the HD-1T Bulk Degausser prior to turn-in to the Defense Reutilization and Marketing Organization (DRMO) or local government recycling center; and compact discs (CD) utilizing the Security Engineered Machinery (SEM) Model-2). It applies to all internal and external customers of the Air Force Intelligence, Reconnaissance and Surveillance Agency (AFISRA) Document Disintegration System (DDS) facility, building 2000, to include, but not limited to AFISRA staff offices, collocated units, tenant units, AFISRA subordinate units in the San Antonio area, and AFISRA-gained Air National Guard and Air Force Reserve units. This instruction immediately applies to any AFISRA activity that operates, or will operate, a DDS facility or employs the use of degaussing and declassifying equipment. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Maintain records created as a result of the prescribed processes identified in this directory in accordance with (IAW) AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule (RDS) found on the Air Force Portal link at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required.

SUMMARY OF CHANGES

This revision outlines operational procedures for the destruction of classified and sensitive unclassified material. It implements procedures for the Information System Security Manager/Officer (ISSM)/(ISSO) and/or the Information Technology Asset Management Equipment Custodians (EC) in the utilization of the HD-IT Bulk Degausser and the Security Engineered Machinery (SEM) 2 for the proper sanitation and disposition of classified magnetic media, hard drive and compact discs.

1. Disintegration Responsibilities.

1.1. AFISRA/A6 DET 4/SVCS will:

- 1.1.1. Supervise all DDS operations.
- 1.1.2. Inspect DDS operations to ensure compliance with governing directives.
- 1.1.3. Advise using agency chiefs when their activities violate procedures, so corrective action can be taken.
- 1.1.4. Ensure that a user education program is in effect.

1.2. Users will:

- 1.2.1. Ensure that only paper products are placed in bags with an affixed AFISRA Form 3, *Paper Waste Bag* label and plastic products are placed in bags with an affixed AFISRA Form 4, *Plastic Waste Bag* label.
 - 1.2.1.1. Place only the internal magnetic media in the "PLASTIC" DDS bags (media is removed from the casing, placed in DDS bag and the outer casing is discarded as regular trash). Security classification markings must be removed from the casings prior to being discarded as regular trash. Users must hand-carry plastic waste to the DDS facility and give to DDS personnel (do not use the chutes for plastic material).
- 1.2.2. Remove all metal objects (i.e., fasteners, clips, staples, etc.) before placing material in bags identified for the DDS facility.
- 1.2.3. Verify that objects such as staplers, staple removers, scissors, keys, letter openers, etc, have not been inadvertently placed inside of the bag. Use other designated facilities for disposal of office trash. The DDS is not a general refuse facility.
- 1.2.4. Prepare an AF Form 310, *Document Receipt and Certificate of Destruction*; AF Form 143, *Top Secret Register Page*, or AF Form 1565, *Entry, Receipt and Destruction Certificate*; if required before putting material in bags destined for the DDS. In item 10, AF Form 310, select "*committed to central destruction facility on*" for material being destroyed by the DDS staff. Certifying and witnessing officials are not required to be present when their material is destroyed. DDS personnel do not provide receipts for classified material delivered for disintegration.
- 1.2.5. Use the drop chutes, located on second and third floors, for lightweight "PAPER ONLY" bags. Do not drop heavy or bulky bags into the chute because the bags may burst on impact and create an additional, unnecessary workload. Do not use the chutes to drop "PLASTIC ONLY" bags; hand carry "PLASTIC ONLY" bags to the DDS facility.

1.2.6. Deliver special project material to the DDS by appointment only. Call the DDS operators at extension 977-2610 if this material requires additional disintegration service.

1.2.7. Ensure using agency chiefs take the necessary corrective action, to include disciplinary actions (if needed), to prevent unauthorized material from being placed in DDS bags. This action ensures the safety of DDS personnel and provides a trouble-free operation of the DDS facility.

1.2.8. Organizations located outside buildings 2000 and 2007 will deliver their classified/sensitive waste paper and plastic products to the DDS by the most appropriate means. Classified DDS bags must be transported in a covered vehicle by an authorized courier.

1.2.9. Label all bags destined for the DDS facility using the AFISRA Form 3 or AFISRA Form 4, whichever is applicable.

1.2.10. When the doors to the chutes are locked or when the DDS facility is temporarily closed, do not leave DDS bags unattended in the halls by the chutes or DDS facility. Secure your DDS bags until the DDS facility or chutes are reopened.

1.2.11. COMSEC custodians must remain with their material to adhere to COMSEC material destruction requirements.

2. Degaussing Responsibilities.

2.1. AFISRA/A6 DET 4/SVCS will:

2.1.1. Provide degaussing equipment capability for the Information System Security Office (ISSO), the Information System Security Manager (ISSM) and Equipment Custodian (EC) as customers of the DDS.

2.1.2. Provide access to the degausser and document training/instructions on how to degauss hard drives.

2.2. The ISSM/ISSOs, Equipment Custodian (EC).

2.2.1. May be accompanied by the ISSM/ISSO and/or the Information Technology Asset Management EC for the account of the equipment being sanitized to assist in the degaussing process. This will ensure strict custody of the material at all times.

2.2.2. Will contact the AFISRA/A6 DET 4/SVCS, 977-2610 to make an appointment to degauss magnetic storage media. The ISSM/ISSOs, ECs will transport only hard drives that can be degaussed by the HD-IT Bulk Degausser as indicated on the annual NSA Product Listing. Remove the metal shielding or mounting bracket material, which may interfere with magnetic fields, from the hard drives. Do not remove the platters from the hard drives.

2.2.3. Will transport media for degaussing on Monday – Friday. DDS personnel will allow ISSM/ISSO, EC's transporting material for degaussing access to the HD-IT Bulk Degausser.

2.3. DDS Operators will:

2.3.1. Follow existing directives and operating instructions for the operation and maintenance of the DDS facility.

- 2.3.2. Accept material according to established procedures.
- 2.3.3. Segregate, store, and destroy the material according to applicable security directives.
- 2.3.4. Provide training on the use of the HD-1T Degausser to each ISSM/ISSO, EC's as required.
- 2.3.5. Notify Chief, Communications Section when unauthorized materials are discovered in classified waste bags. The Chief, Communications Section will have the prerogative to inform higher echelon personnel of any negative trends that might jeopardize the safety of DDS personnel or cause damage to the equipment.
- 2.3.6. Separate the microfiche for central shipping to the National Security Agency (NSA).
- 2.3.7. Take apart and ship to NSA for disposal magnetic tapes that do not fit into the cavity of the degausser or the HD-IT Bulk Degausser.
- 2.3.8. Personnel will offer degaussing and destruction services to customers on a case-by-case basis. DDS operators will accept hard drives from customers and will degauss and destroy hard drives using prescribed methods.

3. Procedures for the ISSM/ISSO.

3.1. CDs/DVDs.

- 3.1.1. Place CDs and DVDs into destruction bags with AFISRA Form 4 identifying them as "PLASTIC" waste prior to delivering to the DDS facility.
- 3.1.2. Hand deliver plastic waste bags to DDS personnel (do not use the chutes).
- 3.1.3. Do not place any other type of material in plastic waste bags. DDS personnel will properly dispose of contents.

3.2. Hard Drives.

- 3.2.1. Remove and discard all steel shielding materials from the hard drives (i.e., cabinets, casings, and mounting brackets) prior to degaussing. Platters and plastic need not be removed for degaussing.
- 3.2.2. Remove the platter for degaussing in the rare event that the need arise to degauss drives larger than 3.5 inches (from a very old computer). The degausser will degauss hard drives 3.5 inches or smaller.
- 3.2.3. The individual(s) degaussing will count and document the total weight of the hard drive prior to placing in degausser.
- 3.2.4. Remove any classified stickers prior to placing a completed AFISRA Form 5, Degaussing Label, on each degaussed hard drive prior to removing degaussed hard drives from DDS upon completion of the degaussing procedure. Review at least one percent of total sanitized hard drives for media as a representative sampling.
- 3.2.5. DDS staff will maintain stock of blank AFISRA Form 5 labels.

3.3. Magnetic Tapes. The tape will be sent to NSA for disposal.

3.4. **Computer/Printer Memory Chips/Memory Sticks.** All computer/printer memory chips must be transported to the DDS in a properly labeled classified container or bag for return to NSA for destruction, as required.

3.5. **Toner Print Cartridges:** Toner print cartridges must be cleared IAW ICD 705. If unable to remove residual from the cartridge drum, transport cartridge to the DDS in a properly labeled classified container or bag for return to NSA for destruction.

3.6. **Circuit Boards.** Classified Virtual Private Network (VPN) must be returned to NSA for destruction.

BRADLEY A. HEITHOLD, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-4, *Information Security*, 1 September 1998

AFPD 33-3, *Information Management*, 19 November 1993

AFI 31-401, *Information Security Program Management*, 11 November 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

AFISRA Form 5, *Degaussing Label*

Adopted Forms

AF Form 143, *Top Secret Register Page*

AF Form 310, *Document Receipt and Certificate of Destruction*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1565, *Entry, Receipt and Destruction Certificate*

AFISRA Form 3, *Paper Waste Bag Label*

AFISRA Form 4, *Plastic Waste Bag Label*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFISRA—Air Force Intelligence, Surveillance and Reconnaissance Agency

CD—Compact Disc

COMSEC—Communications Security

CPSD—Cryptologic System Division

DDS—Document Disintegration System

DRMO—Defense Reutilization and Marketing Organization

DVD—Digital Video Disc

EC—Equipment Custodian

HD—High Density

IOG—Information Operations Group

ISS—Intelligence Support Squadron

ISSM—Information System Security Manager

ISSO—Information System Security Officer

JIOWC—Joint Information Operations Warfare Center

NSA—National Security Agency

RDS—Records Disposition Schedule

ROM—Read Only Memory

SCI—Sensitive Compartmented Information

SEM—Security Engineered Machinery

VPN—Virtual Private Network

Terms

Document Disintegration System—The DDS, operated by the AFISRA/A6 DET 4/SVCS, executes the destruction of classified and unclassified material. The DDS facility is located in building 2000 (Ardisana Hall), Suites 139 A/B/C. The DDS is responsible for the destruction of all classified and unclassified waste originating at AFISRA activities in the San Antonio metropolitan area. The DDS also executes the destruction of classified and unclassified material waste for other United States government agencies in the surrounding area. DDS personnel operate an industrial type pulper ensuring proper destruction of sensitive, classified and unclassified material according to NSA standards and federal law.

Paper Waste—Material (classified and unclassified) in paper form placed in the appropriately marked DDS bag identified for disintegration by mechanical means. All administrative paper products such as working papers, notes, etcetera, located in open storage areas, SCI – working areas or facilities will be protected and destroyed as classified waste.

Plastic Waste—Material (classified and unclassified) in plastic form (i.e., CDs, DVDs, floppy disk magnetic media, typewriter ribbons, cassette tapes, etc.), identified for disintegration by mechanical means.

Special Project Material—Collateral material requiring special handling such as North Atlantic Treaty Organization (NATO); Special Category (SPECAT); Special Access Programs/Required (SAP/SAR); JCS, Single Integrated Operational Plan – Extremely Sensitive Information (SIOP-ESI); and collateral Top Secret. When certifying and witnessing officials are required to destroy special project material, the officials must hand-carry the material to the DDS.

Classified Waste Drop Chutes—These chutes transport classified material bags directly to the DDS. They are located in building 2000, Suites 251B and 339, next to the elevator entrances on the second and third floors, respectively. The chutes are open from 0700 to 1530, Monday through Friday. However, the DDS operates from 0700 to 1600, Monday, Tuesday, Thursday, and Friday; and accepts material for disintegration on these days until 1600. On Wednesday, the DDS closes at 1200 for general maintenance and suspends all services to the customer until 0700 Thursday.

Degaussing and Declassifying Magnetic Storage Devices—The process for the data removal from magnetic storage devices (i.e., hard drives, CD-ROMs, DVDs, and magnetic tapes) utilizing the HD-1T Bulk Degausser prior to turn in of eligible items to the Defense Reutilization and Marketing Organization (DRMO) or destruction using SEM Model 0300.